

Where are your offices located and what are the processing hours?

Miami-Dade County
Permitting and Inspection Center
11805 S.W. 26 Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2100

Plans processing between the hours of
7:30 a.m. to 4:30 p.m., Monday through Friday.

South Office
10710 S.W. 211 Street, Suite 105
Miami, Florida 33189
(305)233-0614

Plans processing drop-off service between
the hours of 7:30 a.m. to 4:30 p.m.,
Monday through Friday.

Alex Penelas
Mayor



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability. "It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

PERMITS WITHOUT FINAL INSPECTIONS

QUESTIONS AND
ANSWERS FOR
CONTRACTOR'S PERMITS
THAT ARE EXPIRING



A public information service of

MIAMI-DADE COUNTY
BUILDING DEPARTMENT
PERMITTING AND INSPECTION CENTER

11805 S.W. 26th Street (Coral Way)

Miami, FL 33175-2474

(786) 315-2100

Monday - Friday

7:30 a.m. - 4:30 p.m.

What if the Building Department's records are incomplete or inaccurate?

Please visit one of our Building Department offices with documentation to that effect. An example of documentation you may submit could be a permit card showing proof that inspections were performed by a Building Department Inspector.

What if permits were obtained and the work was never performed or duplicate permits were issued for the same work?

Request cancellation of the permits by writing a letter to the Building Department, Permit Records Section at 11805 S.W. 26 Street, Miami, Florida 33175-2474, Attention: Branch Office Supervisor. In your letter, please be sure to give the permit number, job address and reason for cancellation. The letter should be signed by the qualifying agent.

What if the job was halted due to legal action or a dispute with the owner?

If you started the job but did not complete the work due to legal action or a dispute with the owner, you need to notify the department immediately in writing. This letter should be sent to the Building Department, Permit Records Section at 11805 S.W. 26th Street, Miami, FL 33175-2474, Attention: Branch Office Supervisor. In your letter, be sure to give the permit number, job address, the date you ceased working on the project and an explanation of the facts on each case.

What if one of the outstanding requirements under the permit was not required or not performed?

For example: an electrical upgrade was shown on the original plans, however, it was not performed.

In order to delete a portion of the work from the original permit, you will need to visit one of our Building Department offices during the designated processing hours with a revised set of plans. You will be required to complete a new permit application and obtain approvals from the required processing sections.

What if a duly qualified and pre-approved Special Inspector was retained and performed the mandatory inspections at the time of construction?

If the required mandatory inspections were performed by a Special Inspector pre-approved and pre-qualified by us at time of construction, you must submit the inspection reports to one of the Building Department offices, so the results of the inspections can be made part of the official record, if accepted.

The inspection reports should contain the dates the inspections were performed and any comments made by the Special Inspector at time of inspection. All inspection reports must be signed and sealed by the architect or engineer.

What if the work was performed and mandatory inspections were never called for and a Special Inspector was not retained to perform the inspections?

You will need to call for an inspection prior to the permit expiring. If you are not ready for an inspection, you will need to extend the permit.

How do I obtain a permit extension?

You can apply for a permit extension by completing a permit application and submitting it with an extension fee prior to the permit expiration. The permit application can be submitted at any one of our permit offices.

After I have extended the permits, how do I obtain approval of inspections for which construction has been completed to where parts of the work performed are no longer accessible for inspections?

As the permit holder, it is your duty to cause the work to remain accessible and exposed for inspection purposes. Furthermore, Miami-Dade County is not liable for any expense incurred in the removal or replacement of any material for the purpose of performing a required inspection.

If the construction has been completed or if parts of the work performed are no longer accessible for inspection, you will need to remove or replace any material for the purpose of the inspection. In certain cases, we may allow you to retain a duly qualified licensed engineer or architect to investigate, inspect and perform any required testing in order to certify that the work was performed to code.

Inspection reports submitted by State of Florida duly licensed engineers and architects must indicate the scope of his/her inspections and methods used to ascertain compliance with the permit documents. All inspection reports must be signed and sealed by the engineer or architect. In any event, all final inspections shall be performed by Building Department inspectors.